



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON ALASKA AND FORT RICHARDSON
724 POSTAL SERVICE LOOP #6000
FORT RICHARDSON, ALASKA 99505-6000

APR 16 2008

IMPC-FRA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Intra-Post Move (IPM) Request (USAG-FRA-06)

1. References:

- a. The Joint Federal Travel Regulations, Volume 1, U5355 and U5600
- b. Resident's Handbook, Fort Richardson

2. All personnel assigned to government quarters, who desire to move from one set of quarters to another, must submit a written request to the Housing Office (Bldg 600, Rm 104). The request must state the reason for the move and include any substantiating documentation. The request must be routed through the Unit Commander and must include their recommendation. Sample requests may be obtained from the Housing Office.

3. Upon receipt of the request by the Housing office, the following actions will occur:

- a. The Housing office will schedule a pre-move quarters' inspection. A housing inspector will conduct the inspection to evaluate the general condition of the quarters, i.e. cleanliness, damages, pet control, general safety and maintenance of the unit and yard areas.

- b. The request and results of the pre-move quarters' inspection will be evaluated by the Housing staff and forwarded with a recommendation to the FRA Garrison Commander for action.

- 1) If approved, the member will be contacted by the Housing office and placed on the appropriate waiting list.

- 2) If disapproved, the service member and the chain of command may schedule an appointment with the FRA Garrison Commander to explain the member's situation and attempt to resolve the issue/concerns that resulted in the decision to deny the request.

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4. The point of contact for this policy is the Chief, Housing Division at 384-0133.

A handwritten signature in black ink, appearing to read "D. L. Shutt", with a long horizontal stroke extending to the right.

DAVID L. SHUTT

COL, AR

Commanding

Distribution:

A, FRA